



TOWN OF DANVERS

DIRECTIONS FOR ZONING BOARD OF APPEALS APPLICATION

"DEADLINE FOR APPLICATION IS NOON ON DEADLINE DATE"

- FILL OUT APPLICATION. (*Please provide your mailing address, billing address and phone number*)
- EXPLAIN RELIEF REQUESTED AND LIST SECTION(S) OF ZONING BYLAW WHICH APPLY.
- ATTACH A COPY OF THE DEED, PLOT PLAN AND BUILDING PLANS.
- WE RECOMMEND REVIEWING YOUR APPLICATION WITH THE BUILDING INSPECTOR BEFORE COPIES ARE MADE.
- WHEN THE APPLICATION IS COMPLETED, AND COPIES ARE MADE OF THE APPLICATION AND ALL OF THE ATTACHMENTS, YOU MAY FILE AT THE BUILDING DEPARTMENT.
- PAYMENT FOR APPLICATION IS DUE WHEN FILING.

**DEADLINE FOR APPLICATIONS ARE AT NOON ON DEADLINE DATE*

**NINE (9) COPIES OF THE APPLICATION AND ATTACHEMENTS ARE NEEDED*

**NINETEEN (19) IF FILING A COMPREHENSIVE PERMIT*

ONCE THE FILING PROCESS IS COMPLETED THE FOLLOWING WILL OCCUR:

- YOU WILL BE PLACED ON THE NEXT AVAILABLE AGENDA
- YOU WILL RECEIVE IN THE MAIL A NOTICE OF THE MEETING AT WHICH YOUR APPLICATION WILL BE HEARD
- THE AGENDA WILL BE MAILED TO ALL ABUTTERS, IT WILL BE ADVERTISED IN THE COMMUNITY NEWSPAPER (DANVERS HERALD), IT WILL BE POSTED AT THE TOWN HALL, THE POLICE DEPARTMENT AND ON OUR WEBSITE @ www.danvers.govoffice.com
- THE COMMUNITY NEWSPAPER WILL SEND BILL DIRECTLY TO APPLICANT FOR ADVERSING FEES.